

CIVIL AIR PATROL

Senior Member Progress Check List

Name	CAP SN	Squadron	Charter No	Date Joined CAP
1. <u>Sign up as Senior Member:</u>				
-send in CAP application (CAPF 12) with dues check and fingerprint card to CAP Nat'l HQ			-Date submitted	_____
-receive temporary membership card			-Date received	_____
-receive permanent membership card (renewable annually)			-Date received	_____
2. <u>Submit</u> copies of professional certificates, pilot's licenses, radio licenses, military ID, etc.			-Date submitted	_____
3. <u>Read CAP Documents</u> (subscribe to CAP Regulations and Manuals through the National Bookstore):				
-Senior Member Handbook material from CAP Nat'l HQ				
• CAP Index 0-2, Numerical Index of CAP Regulations, Manuals, Pamphlets, and V.A.			-Date read	_____
• CAP Index 0-9, Numerical Index of CAP Forms, Test Materials, and Certificates			-Date read	_____
• CAPR 50-17, CAP Senior Member Training Program			-Date read	_____
• CAPR 35-5, CAP Officer Appointments and Promotions			-Date read	_____
• CAPR 39-3, Award of CAP Medals, Ribbons, and Certificates			-Date read	_____
4. <u>Obtain CAP Driver's License:</u> <i>[optional]</i>				
-submit copy of your driving record from a tag agent, a copy of your CAP membership card, and a copy of the front and back of your OK driver's license			-Date submitted	_____
			-CAPF 75 rcvd	_____
5. <u>Obtain CAP Radio Operator's Authorization:</u>				
-read <u>Communications</u> , CAPR 100-1 and CAPM100-1;			-Date completed	_____
pass basic and advanced tests per CAPT 119			-ROA CAPF 76 rcvd	_____
6. <u>Complete First Aid/CPR training</u> (offered periodically by the Squadron or Wing)				
			-First Aid completed	_____
			-CPR completed	_____
7. <u>Senior Member Training Program:</u>				
-specific requirements for Training, Promotions, and Awards are listed in CAPR 50-17, CAPR 35-5, and CAPR 39-3				
-record training on individual Senior Member Master Record, CAPF 45b				
-the Senior Member is responsible for preparing the CAPF 2a for awards and submitting to the Unit Commander				
-apply for Senior Member awards (Levels II - V) on Application for Senior Program Awards, CAPF 24				

-apply for Senior Member promotions in rank on CAPF 2

Level I, Introduction:

-complete **Cadet Protection Program Training** (CAPP 50-3, video, and test)

-Date completed _____

-complete **CAP Orientation Course** (CAPP 50-8, video, and test)

-Date completed _____

-Completion of Level I qualifies for **CAP Membership Award ribbon and Certificate 13**-CAPF 2a submitted _____

-Level I plus 6 months TIG qualifies for promotion to **2nd Lt**

-CAPF 2 submitted _____

Level II, Technical Training:

-select a specialty track (you may choose more than one or change later; descriptions are in CAPM 20-1, part III).

Each specialty is described in the corresponding CAP Pamphlet (CAPP):

CAPP 200 Personnel	CAPP 210 Flight Operations	CAPP 217 Safety
CAPP 201 Public Affairs	CAPP 211 Operations	CAPP 218 Plans and Programs
CAPP 202 Finance	CAPP 212 Standardization-Evaluation	CAPP 219 Legal
CAPP 203 Inspector	CAPP 213 Emergency Services	CAPP 220 Medical
CAPP 204 Senior Program	CAPP 214 Communications	CAPP 221 Chaplain
CAPP 205 Administration	CAPP 215 Aerospace Education	CAPP 223 Historian
CAPP 206 Logistics	CAPP 216 Cadet Programs	CAPP 225 Moral Leadership

-Attain the **Technician Rating** in your chosen specialty field (complete the Checklist in the CAP pamphlet)

-Completing the Technician Rating qualifies for the **CAP Leadership Award ribbon**

-CAPF 2a submitted _____

-Complete **AFADL-13** (formerly ECI-13) CAP Officer correspondence course

-AFADL F-23 submitted _____

Notes: waiver may be submitted; one year allowed to complete correspondence course)

-Date completed _____

-Complete **Squadron Leadership School** (offered periodically by the Squadron or Wing)

-Date completed _____

-Complete basic **Emergency Services** (ES) training course (offered periodically by the Squadron or Wing)

-Emergency Services part 1 basic (test on CAPF 116, questions 1-50)

-Date completed _____

Emergency Services part 2 ICS (test on CAPF 116, questions 51-100)

-Date completed _____

-Submit Request for CAPF100 General Emergency Services qualification card (to Wing)

-Date submitted _____

(attach copies of ES-1 and ES-2 test results, CAP membership card, and CPR/First Aid cards)

-Receive CAPF100 with General Emergency Services (GES) qualification

-Date received _____

-Request Mission Specialty Qualification Training Card, CAPF 101T (from Squadron)

-Date received _____

-Complete advanced emergency services training courses per CAPR 60-3 and CAPR 60-4

- Ground Team Member

-Date completed _____

- Ground Team Leader

-Date completed _____

- Scanner/Observer course

-Date Cert. rcvd _____

(Note: this course is required before an CAPF 101-T for an aircrew position can be issued)

- other Mission specialties _____

-Date completed _____

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- When required number of sorties in the mission specialty have been completed, initiate request for updated CAPF-100 Operational Specialty Qualification Card (to Wing)
- Completion of Level II Training qualifies for the

Senior Member Certificate of Proficiency

-Certificate 17 rcvd

- Level II plus 12 months TIG as 2nd Lt. qualifies for promotion to **1st Lt.**

- Level II plus 18 months TIG as 1st Lt. qualifies for promotion to **Capt.**

-Date submitted _____

-CAPF 24 submitted _____

-CAPF 2 submitted _____

-Promotion rcvd _____

-CAPF 2 submitted _____

-Promotion rcvd _____

Level III, Management:

- Complete one year experience in a staff or command position Position _____
- Completion of one year in Command position qualifies for **Command Service Ribbon**
- Complete the **Corporate Learning Course** (conducted periodically by the Wing)
- Attend two National, Regional, or Wing Conferences Conference _____
(can include a Nat'l or Reg'l Conference on Aerospace Education) Conference _____
- Attain the Senior Technician Rating in specialty field
- Completing the **Senior Technician Rating** qualifies for the Bronze Star on Leadership ribbon
- Completion of Level III Training qualifies for the **Grover Loening Award**

-Date completed _____

-Submit CAPF 2a _____

-Certificate 22 rcvd _____

-Date completed _____

-Date completed _____

-Checklist in pamphlet _____

-CAPF 2a submitted _____

-CAPF 24a submitted _____

-Certificate 52 rcvd _____

-CAPF 2 submitted _____

-Promotion apprvd _____

- Level III plus 3 years TIG qualifies for promotion to **Major**

Level IV, Command and Staff:

- Complete two years experience in a staff or command position Position _____
- Complete Squadron Officer School or Region Staff College School/Coll _____
- Complete Region Staff College or equiv. military or ECI Squadron Officer School
- Serve on staff at a SLS or CLC, or National, Regional, or Wing Conference
-type of Training or Conf _____
- Prepare a CAP presentation to a non-CAP group or prepare an aerospace manuscript for publication
presentation _____, publication _____
- Attain the Master Technician Rating in your chosen specialty field
- Completing the Master Technician Rating qualifies for Silver Star on Leadership ribbon
- Completing Level IV qualifies for the Paul E. Garber Award

-Date completed _____

-Date completed _____

-Certificate 64 rcvd _____

-Date completed _____

-Date completed _____

-Checklist in pamphlet _____

-CAPF 2a submitted _____

-CAPF 24a submitted _____

-Certificate 61 rcvd _____

-CAPF 2 submitted _____

- Completing Level IV plus 4 years TIG as Major qualifies for promotion to Lt. Col.

Level V, Executive:

- Complete three years experience in a staff or command position Position _____
- Complete the National Staff College (Silver Star) or the Air Command and Staff College (Bronze Star)
- Conduct a Level I Orientation Course

-Date completed _____

-Certificate 51rcvd _____

-Certificate rcvd _____

-Date completed _____

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-Serve as Director of a Squadron Leadership School/Corporate Learning Course
or serve on staff for a National or Regional Staff College

-type of Training or Conf _____

-Date completed _____

-Certificate 51/64 rcvd _____

-Completing the Level V Training qualifies for the **Gill Robb Wilson** Award

-CAPF 24a submitted _____

-Certificate 50 rcvd _____

8. Other CAP Awards for Senior Members (per CAPR 39-3)

-CAP Decorations and Special Awards and Honors (authorized by CAP Nat'l HQ or Region)

- Silver Medal of Valor
- Bronze Medal of Valor
- Distinguished Service Medal
- Exceptional Service Medal
- Meritorious Service Medal
- Life Member
- Nat'l Senior Member of the Year
- Squadron of Distinction
- Certificate of Recognition for Lifesaving

-Certificate 3 rcvd _____

-Certificate 2 rcvd _____

-Certificate 1 rcvd _____

-Certificate 5 rcvd _____

-Certificate 4 rcvd _____

-Certificate rcvd _____

-Certificate rcvd _____

-Certificate 10 rcvd _____

-Certificate 53 rcvd _____

-Service and Activity Awards and Ribbons (authorized by Wing and/or Unit/CC)

(Sr. Member prepares CAPF 2a and submits to Wing/CC or Unit/CC)

- Gen. Chuck Yeager Aerospace Education Achievement Award & AE ribbon for completion of the Aerospace Education Program for Sr. Members (requirements per CAPR 280-2)

-CAPF 127 submitted _____

-Certificate 20 rcvd _____

- Scott Crossfield Award for Master Rating in AE Specialty track and service as SQ/AEO

-CAPF 2a submitted _____

-Certificate 15 rcvd _____

- National Cadet Competition participation ribbon

-CAPF 2a submitted _____

- Red Service ribbon for completion of two years as a Senior Member

-CAPF 2a submitted _____

(add a bronze clasp for each additional 5 years or a longevity numeral for 20 years)

-CAPF 2a submitted _____

- Command Service Ribbon for one year service in Command position

-CAPF 2a submitted _____

- Search and Rescue ribbon for active participation in at least 10 search and rescue sorties

-CAPF 2a submitted _____

- Search "Find" ribbon to members making a "find" on a search and rescue mission

-CAPF 2a submitted _____

- Disaster Relief ribbon for participation in five actual/test disaster relief missions plus completion of at least two Red Cross or Disaster Services courses

-CAPF 2a submitted _____

- Int'l Air Cadet Exchange ribbon for Sr. Members escorting Int'l Exchange Cadets OCONUS

-Certificate 62 rcvd _____

- Counterdrug participation ribbon for 10 CD sorties (Bronze clasp for additional 10 sorties)

-CAPF 2a submitted _____

- Recruiter ribbon for recruiting seven new CAP members

-CAPF 2a submitted _____

- CAP Squadron of Distinction or Squadron of Merit or Unit Citation Award

-Certificate 10/11/33 rcvd _____

- American Legion Award for the Outstanding Squadron in each Wing

-Date Rcvd _____

- Certificates of Accomplishment (Wing or Unit)

-Certificate 44 rcvd _____

- Certificates of Appreciation (Wing or Unit)

-Certificate 38/35 rcvd _____

- Commander's Commendation (Wing or Unit)

-Aeronautical Ratings (per CAPR 60-1)

- Pilot
 - Solo/ Senior/ Command
 - Check Pilot
 - Transport Pilot
 - CAP Cadet or ROTC Orientation
 - Counterdrug Pilot
 - Airplane/ Glider/ Balloon
- Observer
 - Observer/ Senior/ Master

-Certificate 19 rcvd _____

-CAPF 5 approved _____

-CAPF 5 approved _____

-CAPF 5 approved _____

-CAPF 5 approved _____

-CAPF 83 submitted _____

-CAPF 5 approved _____

-CAPF 101 rcvd _____